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Ref to Char.  
for file.

16 MAY 1966

**MEMORANDUM FOR:** Acting Deputy Director for Support

**SUBJECT:** Inspection of the Printing Services Division  
of the Office of Logistics

1. In confirmation of our recent discussions, this is to advise that I plan to initiate shortly an inspection of the Printing Services Division of the Office of Logistics.

2. The Office of Logistics was last surveyed as a component in June 1961. As you know, we presently have in process a functional survey of Agency procurement activities. It is my thought that we should now initiate a functional study of printing services. Upon completion of these two functional surveys, the Office of Logistics, as a component, will in large measure have undergone the inspection process. I will schedule the remaining elements of the office for inspection at a later date in consultation with you and Mr. Meloon.

3. The presently scheduled inspection of Printing Services Division will encompass the usual across the board examination of all facets of its activities, the effectiveness and efficiency with which they are performed, budget and manpower requirements, physical facilities and general personnel morale. Also, because of the increased responsibilities placed upon the Agency's Equal Employment Opportunity Officer (EEOO) by the new Executive Order No. 11246 and the Civil Service Regulations implementing that order, the inspection team will assist the EEOO in looking into any possibilities of discrimination against employees because of race, creed, color, national origin, sex, marital status or physical handicap.

/S/ J. S. Earman

J. S. Earman  
Inspector General

O/IG/FMChapin:mp (16 May 66)

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